



Program and Policy Analyst - Advanced (Workforce Investment Analyst)

[Employment and Training Division](#)

Job Announcement Code: 15-02699

[Printable Job Announcement](#)

Deadline

August 2, 2015

Salary Information

Starting salary is between \$46,738 and \$64,480 per year, depending on qualifications and experience, plus benefits. (For current state employees, this classification is in pay schedule-range 07-03. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction.) A six-month probationary period is required.

Introduction

Are you looking for an exciting career opportunity where you can make a difference in thousands of lives?

The Bureau of Workforce Training is searching for individuals interested in taking on the responsibility for the oversight and administration of multiple federally-funded employment and training programs, including the Workforce Innovation and Opportunity Act. This responsibility includes staffing for the Governor's Council on Workforce Investment (CWI). Our programs are designed to help workers, job seekers, and employers by promoting occupational skill attainment, employment opportunities, job retention and increased earnings. Over the last five years, nearly 51,000 individuals enrolled in our programs and thousands more received assistance not requiring enrollment.

We are interested in individuals who are motivated to learn, collaborate, and help drive positive change. So, join our team! Have the freedom to think analytically and creatively and know that your work has a real impact on individuals, families, and our state's economy! You will be working in the heart of downtown Madison. This position offers competitive pay, the opportunity for flexibility with your work schedule, and a casual and friendly office environment where exciting initiatives are always in the works.

Job Duties

- Serve as an analyst to the Governor's Council on Workforce Investment and its committees.
- Conduct research and analysis on workforce and talent development issues and policies as directed by the Council or its committees.

- Develop background materials, survey instruments, draft policy and program recommendations, procedures, implementation and work plans as requested.
- Consult with and advise leadership at bureau, division, and department level on program-related issues ranging in scope from specific technical issues to broad public policy issues.
- Attend CWI and committee meetings, including the Task Force on Minority Unemployment. Provide staff support as needed (arrange committee meetings, take minutes, provide other support as requested.)

Special Note

Please note, occasional travel throughout the state is required.

Required Knowledge, Skills and Abilities

- Extensive knowledge of the organization and operation of employment and training programs and Wisconsin's Job Center system.
- Extensive knowledge of policy development theory and practice.
- Extensive knowledge of project planning theory and practice
- Extensive knowledge of project management principles and techniques. Extensive knowledge of state and local organizational relationships.
- High level of skill in written and oral communications.
- High degree of skill in initiating and maintaining cooperative interpersonal relationships.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

TRANSFER PROCESS: If you are a current classified employee in Wisconsin State Civil Service and your classification is in the same, counterpart or higher pay range of this position OR have reinstatement eligibility to such a position, please submit a resume and cover letter describing your qualifications as they relate to this position, and current classification pay range to Alexandra Camarao; DWD/HRS; 201 E. Washington Ave; P.O. Box 7946; Madison, WI 53707-7946 or email to ACCJobs@dwd.wi.gov no later than 11:59 PM on the deadline date. We encourage you to verify your eligibility prior to applying as a transfer candidate; ineligible candidates will not be considered.